Run the Contract Agency Details Report

1. Click **Reports** on the menu bar. The *Agency and Program Plan* screen displays.

2. Click **Contract Agency Details**. The *Contract Agency Details Report* screen displays.

> **Note:** ✱ *Indicates a mandatory field that must be completed.*

3. Type the community contract start and end dates in the **Please Enter Report Parameters** section.

> **Note:** *Based on the parameters specified in these fields, the system generates the report.*

4. Click **SEARCH**. The *Contract Agency Details Report* screen displays showing the report and the contracts period entered in the report parameters.

5. Click **CLOSE WINDOW** to return to the *Contract Agency Details Report* screen.

Run the Program Plan and Budget Information Report

1. Click **Reports** on the menu bar. The *Agency and Program Plan* screen displays.

2. Click **Program Plan and Budget Information**. The *Program Plan and Budget Information Report* screen displays.

3. Complete the mandatory **Start Year** and **End Year** fields in the **Search Program Plan and Budget Information** section.

> **Note:** *Based on the parameters specified in these fields, the system generates the report.*

4. Click **SEARCH**. The *Program Plan and Budget Information Report* screen displays.

5. Click **CLOSE WINDOW** to return to the *Contract Agency Details Report* screen.

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